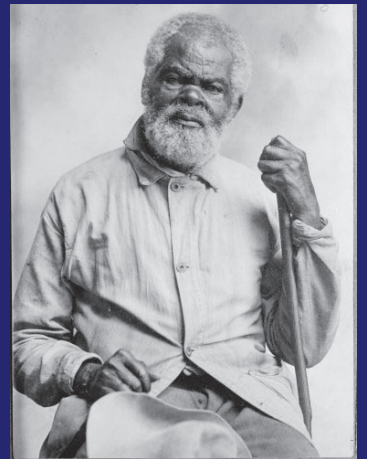


# Preserving Our Future

A progress report of the Georgia Historical Records Advisory Board



2008

# Members of the Georgia Historical Records Advisory Board

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Association County Commissioners of Georgia

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Nutrition classroom

## A Message from the Secretary of State

This report reflects the important accomplishments and plans of the Georgia Historical Records Advisory Board (GHRAB) to ensure that Georgia's historical records are preserved and made available to all its citizens. The Board's work is administered by my office through the Georgia Archives.

I congratulate the many communities and organizations assisted by GHRAB through Historical Records Project Grants and the Circuit Rider Archivist Program. These competitive awards were made possible with funds from the National Historical Publications and Records Commission and appropriations from the Georgia General Assembly, as well as matching resources from the participants. Many of these projects can serve as models for other local organizations seeking to improve the management of their archives and records.

GHRAB programs are described in this report and listed, along with other useful information, at [www.GeorgiaArchives.org](http://www.GeorgiaArchives.org). I am glad to be a part of these efforts to preserve our state's rich documentary heritage and make it more widely accessible to all our citizens.

Karen C. Handel  
Secretary of State

## A Message from the Chairman of GHRAB

On behalf of my peers on the Georgia Historic Records Advisory Board (GHRAB) I am proud to present this report entitled Preserving our Future. Since the inception of GHRAB, nearly fifteen years ago, the organization has worked diligently on its mission to **Promote** (educational use of historical records), **Improve** (the condition of records statewide), **Encourage** (planning for preservation and access) and **Advise** (the Georgia Legislature, Secretary of State and others on issues concerning historic records).

The GHRAB Board has concentrated its focus in recent years on building a solid foundation for continued technical assistance outreach. Our Circuit Rider Archivist Program has been a tremendous asset for our "customers" throughout Georgia. We now plan to expand that program and further enhance its impact on records management. We are concentrating more time and attention on generating new sources of financial assistance which will help us to expand our grant making capacity. We will heavily emphasize our desire to leverage all of our grant funds with our grant recipients so that we can achieve the maximum impact with each project that we undertake. Making sure that our financial aide recipients all provide some local "skin in the game" will help to underscore our desire for project "ownership". Our long range plan, prepared by the GHRAB Board in August, 2007, has outlined a communications strategy to better amplify our work and a capacity to increase our network of program partners. We are proud that we were able to base our plan directly upon detailed survey responses we received from local governments (every county in Georgia responded to these surveys) and clerks of court. We are certain that this plan of action will have an impact on our capacity to address our program mission (**Promote, Improve, Encourage and Advise**).

The GHRAB Board welcomes your thoughts and suggestions (including ideas about generating additional program revenue to further enhance our outreach capacity) to continue to enhance our work products and ultimately our program RESULTS! We invite you to contact our program staff at 678-364-3700.

Ross King  
GHRAB Chairman



## Executive Summary

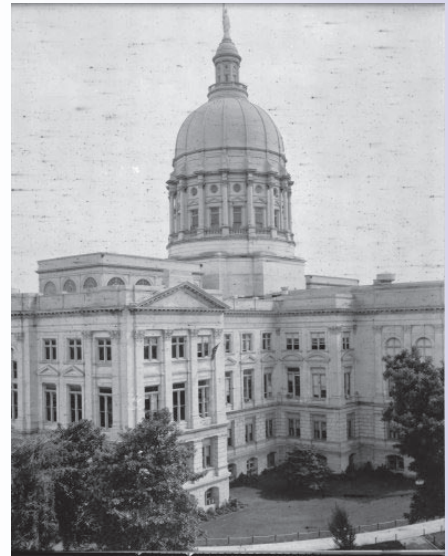
GHRAB was created in 1993 to **promote the educational use** of historical records; **improve the conditions** of records through grants, site visits, workshops, and awards; **encourage planning** for preservation and access; and to **advise** the Secretary of State and the Georgia Archives on issues concerning records.

GHRAB makes **grants to local governments, counties, and historical societies.**

Since 1993 GHRAB has managed the investment of almost **\$4,000,000** to preserve Georgia's historical records.

GHRAB has **leveraged its funds**: For every 40¢ of state appropriations, GHRAB has secured 60¢ in matching local and federal funds.

Because of GHRAB, Georgia's historical records are better **identified**, better **preserved**, and more **accessible** than at any other time in our history.



State Capitol Building

GHRAB's **Circuit Rider Archivist program** has provided no-cost consultations to 74 counties since 2005. **Grants** have been awarded to 101 counties since 1996.



GHRAB Board Meeting

There is much to do:

1. Georgia's historical records must be preserved statewide.
2. Georgia's historical records must be available to all citizens.
3. Georgia's historical records must benefit from partnerships and cooperative efforts.
4. Georgians must value their historical records.

# Authority and Mission

## Created in 1993

The Georgia General Assembly created the Georgia Historical Records Advisory Board (GHRAB) in 1993 to evaluate and improve the conditions of records statewide and to educate the public about their documentary heritage (O.C.G.A. §45-13-55). The twelve citizens that serve on the board are selected by the Governor for their experience administering and using historical records and are appointed to three-year terms.

GHRAB is also authorized in federal regulations governing the National Historical Publications and Records Commission (NHPRC), which makes funds available for the preservation and use of historical records that may be important for an understanding and appreciation of the history of the United States.

## GHRAB's Mission

**Promote** the educational use of historical records.

**Improve** the conditions of records through grants, site visits, workshops, and awards.

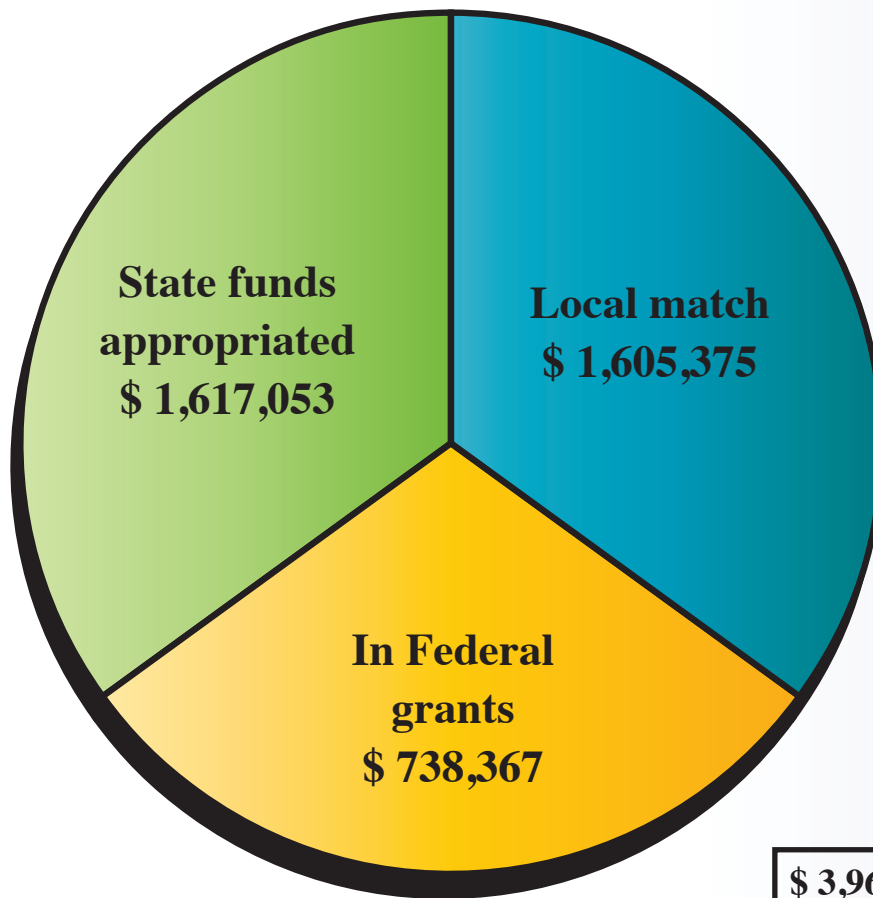
**Encourage** planning for preservation and access.

**Advise** the Secretary of State and the Georgia Archives on issues concerning records.



Photograph of former state capitol building, Milledgeville, Baldwin County, Georgia, ca. 1941

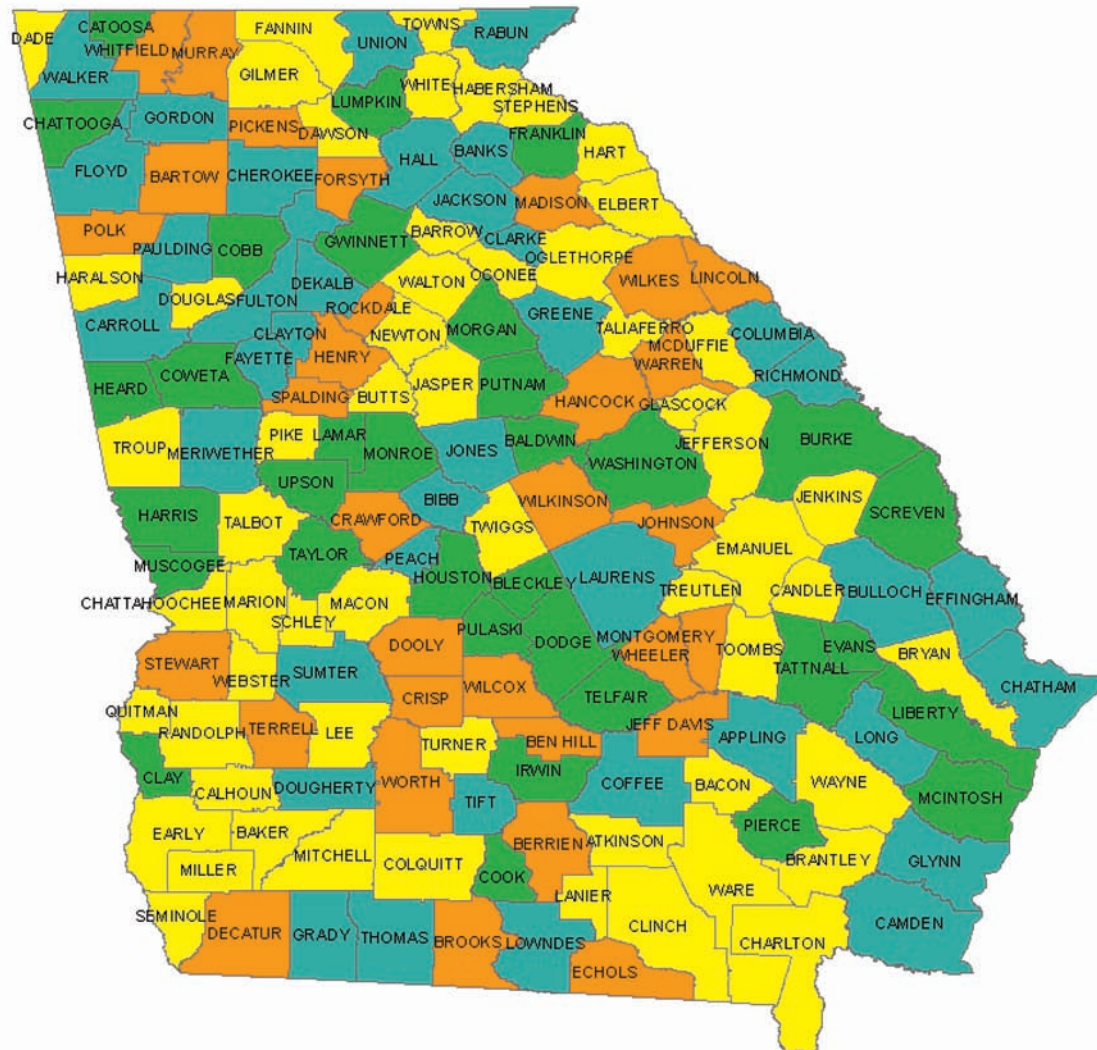
## Investment



**\$ 3,960,795** has been invested in improving the condition of historical records in Georgia since 1996

- **GHRAB leverages 60 cents of matching funds for every 40 cents of state appropriations.**
- **101 of Georgia's 159 counties have recieved grants since 1996.**
- **74 of Georgia's 159 counties have received Circuit Rider Archivist visits since 2005.**

## GHRAB Grants and CRA Site Visits



### Legend

### GHRAB Grants and CRA Site Visits

### Neither Grants nor CRA Site Visits

## Just Grant

### Just CRA Site Visits

**Both**



## Because of GHRAB...

- Atlanta's **Jewish heritage lives on**. The historical records of Atlanta's Jewish community were inventoried with GHRAB support.



Fire at Troup County Courthouse

- Superior Court Clerks are **protecting records from disasters**. GHRAB funded a year-long effort to raise disaster preparedness awareness in the courts.
- The Brunswick-Glynn County Library **dealt successfully with a bomb threat** based on information in their GHRAB-funded disaster plan.

- The Southern Museum of Civil War and Locomotive History **leveraged additional grant funds** to continue processing the Glover Machine Works collection. GHRAB's grant of \$11,000 eventually grew into \$46,000. A \$5,000 grant to the Atlanta History Center helped leverage a \$118,000 grant from the Institute of Museum and Library Services.

- The early **history of polio is documented**. Photographs at the Roosevelt Warm Springs Institute for Rehabilitation were preserved with GHRAB's assistance.



Courtesy of Roosevelt Warm Springs  
Institute for Rehabilitation

## Because of GHRAB...

- Counties in Georgia manage their records better. GHRAB has partnered with the Association County Commissioners of Georgia to produce workshops and best practices in records management.



- Archives programs were established at several universities, including Valdosta State, Brenau University, and Georgia Highlands College.
- Southern Appalachian Culture is preserved. The Foxfire Field Collection was preserved and made available with GHRAB support.
- A model electronic records management program was developed by the City of Alpharetta Public Works Department.

# Circuit Rider Archivist Program

The Circuit Rider Archivist Program provides an experienced archivist to make on-site visits to local organizations and provide guidance on issues ranging from the proper way to preserve Civil War letters to efficient use of records storage space.

The Program has made a prominent mark on the organizations which it has served in its short history. The program has provided detailed information about the care and improved use of archives and government records to sites all across Georgia, from all-volunteer, local historical societies to metropolitan governments. The emphasis of the program is on practical, low-cost advice solutions to problems.

As a result, organizations have been enabled. They are now able to set goals on a step-by-step basis without being overwhelmed by the magnitude of their archival and

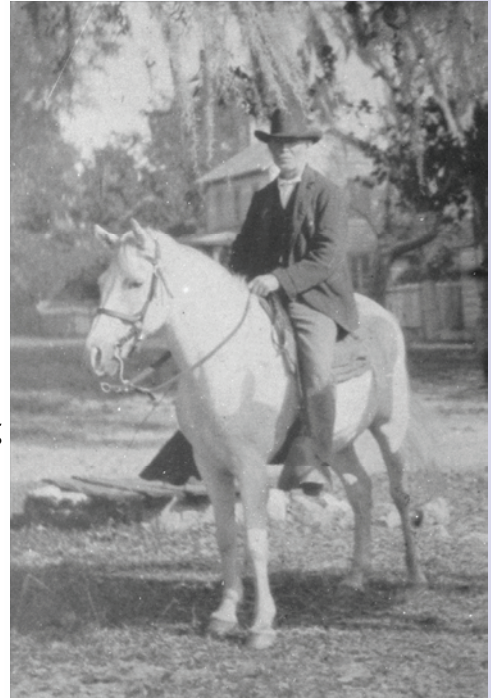
**“It was helpful to have an expert tell us where we could improve and to advise on next steps. The CRA program is a great public service!”**

*--Agnes Scott College,  
Decatur*

records management tasks. Some have embarked on policy-making and strategic planning; others have pursued projects in preservation, inventorying, and arrangement and description. Governments have adopted records

management plans and implemented retention and disposal schedules that allow them to conserve precious space and save money. Many have completed disaster preparedness plans with professional information provided by the Georgia Archives. Still, others have taken a step back and realized what they can realistically accomplish or not accomplish based on their time, money, and other resources. This has given them direction. In short, the Circuit Rider Archivist Program has given encouragement and coaching in practical terms.

Funds for the Circuit Rider Archivist Program are provided by the Georgia General Assembly, National Historical Publications and Records Commission, and Clayton State University.



The Circuit Rider Archivist program modernizes a long-standing Georgia tradition, the circuit-rider preacher.



## Circuit Rider Archivist Program

- The Hall County Library System received help from the Circuit Rider Archivist to select historical documents to be scanned.



- Peach Public Libraries are better able to protect its historical materials thanks to a Circuit Rider Archivist visit. The staff is now able to distinguish between archival and non-archival materials so that historical records can be properly arranged, described, and made available.

- More than forty local governments have benefited from the Circuit Rider Archivist's advice on topics ranging from how to adopt records management plans to the use of retention schedules to developing records management facilities.



Prater's Mill

- The Prater's Mill Foundation received advice on how to organize and preserve archival records as part of their efforts to interpret the life of their historic mill community.



## Strategic Issues

### Issue 1: Georgia's historical records must be preserved statewide.

Every historical records repository in Georgia should have the ability to care for its records properly and make them accessible to the people of Georgia. The history of the state is told in composite through the hundreds of repositories, small and large, in every part of the state. GHRAB must continue to work for equity in funding and expertise throughout the state.

### Issue 2: Georgia's historical records must be available to all citizens.

Digital records projects hold promise for making Georgia's historical records accessible to all citizens. GHRAB will continue to encourage digitization projects and training for historical records repositories to make the state's rich resources more widely available.



William Robert Mackay, Sr., in his study

## Strategic Issues

### Issue 3: Georgia's historical records must benefit from partnerships and cooperative efforts.

GHRAB will continue to work actively with partners to reduce the cost of historical records preservation. Among the partners are: the Friends of the Georgia Archives, the R.J. Taylor, Jr. Foundation, the Digital Library of Georgia, the Georgia Humanities Council, and the Georgia Association of Historians. GHRAB's aim is to leverage dollars for unique projects, foster collaboration and division of labor, and reduce redundancies.



Rural school interior, Randolph County, ca. 1910

### Issue 4: Georgians must value their historical records.

GHRAB will continue to work actively to increase the resources available to preserve and make accessible the historical records of our state. At the same time, GHRAB will seek to educate all Georgians about the value they derive from their historical records.

## For More Information...

The Georgia Historical Records Advisory Board is attached administratively to the Georgia Division of Archives and History, Office of the Secretary of State. The State Archivist serves as State Coordinator for GHRAB, with assistance from a Deputy State Coordinator. For more information about GHRAB and its programs,

GHRAB  
c/o The Georgia Archives  
5800 Jonesboro Road  
Morrow, Georgia 30260-1101

Elizabeth Aloï Barr, Deputy State Coordinator  
678-364-3718  
ebarr@sos.ga.gov

Or visit [www.GeorgiaArchives.org](http://www.GeorgiaArchives.org) and click on “GHRAB”

### Photo credits:

All photos are from the Georgia Archives, Vanishing Georgia Collection, unless otherwise identified.

**Front cover, Top row, l. to r.:** Anna Kate Griggs wearing her graduation outfit (hall87); Jimmy Carter at a press conference (gor238); Locomotive (ful0906-84); Participants in class play at John B. Gordon Elementary School (ful0187, detail). **Bottom row, l. to r.:** Covington (new123-83); Two nurses in uniform (bal031); Carroll County courthouse (car147); Farm worker (tho170).

**Page 3:** Nutrition classroom (geo-007, detail).

**Page 5, Top:** State Capitol building (ful0092). **Bottom:** GHRAB Board meeting (courtesy GA Archives).

**Page 6:** Photograph of former state capitol building, Milledgeville, Baldwin County, Georgia, ca. 1941

**Page 9, Top:** Fire at Troup County courthouse (trp202). **Bottom:** Courtesy Roosevelt Warm Springs Institute for Rehabilitation.

**Page 10, All:** Courtesy of GA Archives.

**Page 11:** Men on horseback (cam097, detail).

**Page 12, Top:** Courtesy of GA Archives. **Bottom:** Prater's Mill (wtf068).


**Page 13:** William Robert Mackay, Sr., in his study (geo136-85).

**Page 14:** Rural school interior, Randolph County, ca. 1910 (ran207, detail).

**Page 15:** Library at Mount De Sales Academy (bib220).



Library at Mount De Sales Academy



*From a baby's birth certificate to the most sweeping legislation, from colonial deeds to today's computer data, Georgia's historical records are of immeasurable importance, both intrinsic and practical. This report details the accomplishments and strategic directions of the Georgia Historical Records Advisory Board, citizens chosen for their expertise and experience to encourage the protection and use of Georgia's historical records.*



Karen C. Handel, Secretary of State  
David W. Carmicheal, Director

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[www.GeorgiaArchives.org](http://www.GeorgiaArchives.org)